

Instructions for the Amendment to the  
Aging Unit Plan for Title III-E of the Older  
Americans Act-  
The Family Caregiver Support Program


The purpose of this signature page is to show that county government approved the plan. It further signifies the commitment of county government to carry out the plan.

The person(s) authorized to sign the final plan on behalf of the commission on aging and the county board must sign here and indicate his/her title. This approval should occur before the final plan is submitted to the area agency on aging for approval.

## SECTION V-K -FAMILY CAREGIVER SUPPORT PROGRAM BUDGET

### General Instructions

The information on this budget page of the plan indicates the proposed budget of the aging unit for funds available under the Family Caregiver Support Program for 2001.

Round all figures to the nearest whole dollar.

This budget page follows the same general format as other budget pages for the county plan for older people. Expenditure categories are listed in the first column. Revenue categories are listed in the adjacent columns. Finally, the far right column on each budget page ("Total Budget") consists of the sum of all the revenue category columns to the left of the "Total Budget" column.

*Note: Dollars are only listed once on each budget page. Dollars listed in any given budget cell on a budget cannot be also listed in another cell. The only exceptions are cells in the "Total Budget" column, which naturally represent the sum of funds listed elsewhere on the budget page. Dollars listed in any given budget page may not be shown elsewhere on another budget page. The only exception is the Summary Budget, which summarizes all other budget pages.*

### Column 1 - Expenditure Categories

Information - Group services, including public education, provision of informational health fairs and other similar designations as determined by the state.

Outreach - Interventions for the purpose of identifying potential caregivers and encouraging their use of existing services and benefits.

Information and Assistance - A service that provides current information on opportunities and services available; assesses the problems and capacities of the individuals; links the individuals to the opportunities and services available; to the maximum extent practicable, ensures that the individuals receive the services needed, and are aware of the opportunities available to the individuals by establishing adequate follow-up procedures.

Case Management - Assistance either in the form of access or care coordination in circumstances where the older person or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of case management include assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up and reassessment, as required.

Counseling/Support Groups/Training - Provision of advice, guidance and instruction about options and methods for providing support to caregivers in an individual or group setting.

Temporary Respite - Temporary, substitute supports or living arrangements to provide a brief period of relief or rest for caregivers. It can be in the form of In-home respite, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis.

*Note: **Temporary** is defined as follows: Not more than seven consecutive days, nor more than 14 days in a calendar year.*

*Note: The following supplemental services to support the needs of caregivers may be provided on a limited basis. **Limited Basis** is defined as follows: Not more than once per week (or a total of eight hours/wk).*

Chore - Providing assistance to people having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work, or sidewalk maintenance.

Adult Day Care/Adult Day Health - Provision of care for dependent adults in a supervised, protective, congregate setting during some portion of a 24 hour day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, meals for adult day care and services such as rehabilitation, medications assistance and home health aide services for adult day health.

Nutrition Counseling - Provision of individualized advice and guidance to individuals, who are at nutritional risk, because of their health or nutritional history, dietary intake, medications use or chronic illness, about options and methods for improving their nutritional status, performed by a health professional in accordance with state policy.

Assisted Transportation - Provision of assistance, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.

Transportation - Provision of a means of transportation for a person from one location to another. Does not include any other activity.

Other - All services other than those listed above.

## **Columns 2-10**

Column 2     Title III-E Budget

Enter the amount of federal Title III-E funds budgeted for each expenditure category.

Column 3     Cash Match Budget

Enter the amount of cash match, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Column 4     In-Kind Match Budget

Column 5    Other Federal Budget

Enter the amount of federal funds, other than those received from the Bureau, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Examples of other federal funds might include USDA reimbursements and Title V program funds.

Column 6    Other State Budget

Enter the amount of state funds related to the Title III-E funds in column 2, budgeted for each expenditure category.

Examples of other state funds might include AFCSP and state transportation aids.

Column 7    Other Local Budget

Enter the amount of local funds, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Do not include cash or in-kind matching funds in this column.

Column 8    Program Income Budget

Enter the amount of projected program income, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Enter interest income in this column.

Column 9    Prior Year Program Income Budget

Enter the amount of prior year program income, related to the Title III-E funds in column 2, budgeted for each expenditure category.

Column 10   Total Budget

## SECTION VI-K – FAMILY CAREGIVER SUPPORT PROGRAM

Title III-E of the Older Americans Act, the Family Caregiver Support Program, **requires** the provision of the five categories of services listed in this section. Refer to the Bureau of Aging and Long Term Care Policies for Title III-E for further guidance.

The purpose of this section is to present an overview of the services the aging unit funds, wholly or in part, the providers of those services, and how the aging unit monitors the quality of services provided. Attach a separate page for each service

Please remember, from the perspective of Title III-E, the caregiver is the focus of the service.

### Coordination

Describe how the Family Caregiver Support Program will be coordinated with other community agencies and organizations that support family caregivers.

Indicate which agency operates the Alzheimer's Family and Caregiver Support Program (AFCSP) and how the Family Caregiver Support Program will be coordinated with the AFCSP.

### Title III-E Service Category

Title III-E provides five broad service categories. These categories are repeated in the budget for Title III-E, Section V-K.

### How will this Service be Provided to Caregivers?

Briefly describe how the service will operate in the county. This section gives an overview of the relation of the service to the caregivers it is designed to assist.

### Who/Which Agencies Provide This Service

Indicate which organizations will provide the service in the county. This includes the aging unit.

How will the Aging Unit Monitor the Service?

Monitoring refers to those activities the aging unit undertakes to routinely track the financial and programmatic integrity of the program.

AMENDED ASSURANCES OF COMPLIANCE WITH THE OLDER AMERICANS ACT FOR  
THE COUNTY PLAN FOR OLDER PEOPLE

The 2000 amendments to the Older Americans Act also amended the assurances that aging units must agree to as a condition for funding under the Older Americans Act.

A signed copy of this statement must accompany the plan.

The assurances agreed to by this signature page must accompany the plan when the plan is submitted to the area agency on aging.